

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

August 12, 2003, 10:00 AM
Student Senate Chambers

MINUTES

Present: Ron Addis, Samantha Bass, Barbara Bergman, Chris Behrens, Teresa Blanding, Lynn Boiter, Linda Cocke, Annice Cope, Richard Cowan, Patricia Dobey, Karon Donald, Mike Edwards, Corey Ferrier, Lynn Fowler, Dexter Hawkins, Buddy Hood, Billie Jones, Linda Kanaley, Jean Kopczyk, Linda Landreth, Phil Landreth, Julia McBride, Jenny Peay, Michelle Piekutowski, Lori Rholetter, Dan Schmiedt, Wanda Smith, Christine Sober, Terri Vaughan, Suerea Wooten

Absent: Larry Addis, Deanna Burns, Odean Bush, Wayne Chao, Christine Drais, Gary Gaulin, Heather Irwin, Emma Knight, Robin Lay, Judy Link, Cindy Long, Cindy Owens, Gary Pye, Cathie Rhodes, Steve Shiflet, Bill Shivar, Tracy Smith

Guests: Betty Cook, Bob Wells

President Phil Landreth called the meeting to order at 10:00 AM.

1. **Approval of Minutes:** The minutes of the June 10, 2003 meeting were approved as submitted.
2. **Guest Speaker,** Bob Wells, Chief Facilities Officer University Facilities Support Services, gave an overview of Facilities and discussed the impact of the budget on their services. They provide (1) recycling and custodial services (for administrative and academic buildings, not housing and athletic venues), (2) landscaping services (excluding housing and athletic venues), (3) maintenance and minor projects, (4) campus planning, (5) utility services, including power and waste treatment, and (6) capital projects. Their minor projects group will perform estimating, drafting, and project management for small capital projects. If a department wants to handle a renovation on their own without using Facilities Services, they will still need to get a permit approved from FS. Information regarding permits is posted on the facilities web site at <http://facilities.clemson.edu/>. There is a University Facilities Advisory Committee that meets quarterly to get updates on all capital projects, review trial runs of presentations, and get feedback from the university community. Regarding the budget, Facilities expenditures as a percentage of the university's current fund expenditures are on a downward trend. Utility costs are going down for the university due in part to a state investment in the power plant that allows "peak shaving." New construction may experience fewer breakdowns but experience more cooling costs. The addition of new buildings will also increase costs. Solutions to deal with budget cuts include a more proactive preventative maintenance schedule. Every \$1 spent on preventative maintenance will save \$4 in capital expense costs. Another solution is the transmittal of work orders via Nextel phones. It's estimated that eliminating trips back and forth to distribute and turn in work orders can save the equivalent of 4 FTEs' worth of time. Call the university police department to place service calls outside of normal business hours. (656-2222)
3. **Announcements from the President**
 - A. **Academic Council,** Ron Addis: Has not met. Next meeting scheduled for August 25.
 - B. **Administrative Council,** Phil Landreth: No report.
 - C. **Board of Trustees,** Phil Landreth: Has not met. Next meeting scheduled for August 29.

- D. Governmental Affairs**, Ron Addis: On June 4, 2003, Rep. Becky Martin introduced House Bill 4378. The House referred the bill to Committee on Ways and Means. The bill reads as follows:
- E. 4378 -- A BILL TO AMEND SECTION 8-11-940, CODE OF LAWS OF SOUTH CAROLINA, 1976, RELATING TO PERFORMANCE PAY INCREASES FOR STATE EMPLOYEES, SO AS TO PROVIDE FOR A MINIMUM INCREASE OF THREE PERCENT, BEGINNING IN FISCAL YEAR 2004-2005, FOR AN EMPLOYEE WHO MEETS OR EXCEEDS PERFORMANCE REQUIREMENTS, TO PROVIDE THAT A STATE AGENCY MAY FUND AN INCREASE IN EXCESS OF THREE PERCENT FOR AN EMPLOYEE WHO EXCEEDS OR SUBSTANTIALLY EXCEEDS PERFORMANCE REQUIREMENTS, AND TO PROVIDE FOR ADJUSTMENT OF THE THREE PERCENT INCREASE TO REFLECT FUNDING BY THE GENERAL ASSEMBLY.**
- F. President's Cabinet**, Phil Landreth: At the July 28th meeting, Dr. Dave Gangemi presented the Institute for Nutraceutical Research which is trying to help tobacco farmers replace their crops with these type of crops. Chief Human Resource Officer Lawrence Nichols talked about the University shutting down from the water main burst. He said that the Governor was the only one that could grant leave without making up the time or using comp. or annual leave. Marvin Carmichael, Financial Aid, talked about the bridge over the lake not being completed in time for the first ball game. He indicated that it might be open for pedestrian traffic. Dr. Barker had asked Brett Dalton to study the impact of Clemson tuition in the mid fifties to today's tuition on per capita income of S.C. residents. The impact is 10% less today even with the latest tuition hike. From the August 11 meeting: Volunteers are needed to help new students move in August 16 – 17. The downtown sidewalk project is expected to take about 3 months to complete. The U. S. News & World Report college rankings are due out next week. Marvin Carmichael will be sending out a survey regarding employees with children attending Clemson.
- G. Other:**
- 1) **Human Resources**, Lawrence Nichols. No report.

4. **Treasurer's Report**, Cynthia Long. E&G is at \$5090; travel has \$1000. If we get any performance credit monies, it will only be a few hundred dollars. Endowment has not yet been posted. Funding efforts from the last two years has raised \$24,913 for scholarships. We received \$6000 from vending funds, which includes an extra \$1000 for celebrating the 20th anniversary of the Classified Staff Senate.

5. Committee Reports

A. Standing Committees

- 1) **Membership**, Ron Addis. They are recommending two changes to the bylaws to the executive committee. The first will specify that current and outgoing senators are eligible to vote at the April meeting. The second change will define unexcused absences. They are also recommending that some of their work be delegated to the administrative assistant including analysis and redistribution of area representation.
- 2) **Communications**, Corey Ferrier. The August newsletter is almost done.
- 3) **Policy & Welfare**, Dan Schmiedt. Will meet briefly after this meeting.
- 4) **Scholarship**, Jenny Peay. The fall golf tournament is scheduled for September 25. They are asking each senator to get 2 sponsors to donate either money or prizes. The sponsorship and team sign-up forms will be updated on the CSS website.
- 5) **Activities**, Lynn Boiter & Gary Pye: (1) The Activities Committee has organized 2 raffle prize packages for the 2003 Benefits Fair. Package 1: "Grillin' n' Chillin'" consists of Fire & Ice Grill/Cooler Set, CU Meat Lab gift certificate, Lowe's gift card, Bug Light, 2 Palmetto Chairs, Grill Utensil Set, Grill Cover, Platter & Apron. Package 2: "Suds n' Stuff" consists of Miller Lite neon sign, Cooler and Surprise gift certificate. Prize packages will be on display at the August 12th meeting. Raffle ticket books will be distributed to each senator to sell in their areas. Drawing will be held on October 15th at the close of the Benefits Fair. If you need additional tickets to sell, e-mail Lynn Boiter at sljones@clemson.edu. Just a reminder: Due to

everyone's participation, we were able to raise over \$1100 last year. (2) The Fall Golf Tournament is right around the corner. Please contact your CSS committee chair to assist with organizing your committee's basket. Baskets should be turned in at the CSS meeting on September 9th. THANK YOU for your participation.

B. University Committees

- 1) Accident Review Board**, Gary Pye. No report
- 2) Air & Water Quality Committee**, Dan Schmiedt. Has not met.
- 3) Athletic Council**, Dexter Hawkins. Has not met.
- 4) Bookstore Advisory**, Cindy Long: Meetings will resume in September.
- 5) Budget Accountability**, Phil Landreth. Has not met.
- 6) CATS**, Robbie Nicholson. No report.
- 7) Clemson University Foundation Board**, Phil Landreth. Will meet August 29.
- 8) Council on Community & Diversity**, Terri Vaughan: The Council on Community and Diversity has not yet met but is currently coordinating with all the members to set a meeting date and time for late August or early September.
- 9) Healthy Communities**, Dexter Hawkins. Has not met. Recommendations were sent to President Barker.
- 10) Human Resources Advisory**, Julia McBride. Will meet tomorrow.
- 11) Joint City/University**, Christine Draais. No report.
- 12) Library Advisory**, Karon Donald. Will meet in September. A Library Summit III is scheduled for September 11. A/C work is expected to be done in a couple of weeks.
- 13) Parking Advisory**, Dan Schmiedt. On hiatus until September
- 14) President's Commission on the Status of Black Faculty & Staff**, Sandra Parker: The Commission will resume meetings in September.
- 15) President's Commission on the Status of Women**, Cathy Bell. No report.
- 16) Recreation Advisory**, Dexter Hawkins. Has not met.
- 17) Substance Abuse Advisory Committee**, Robin Lay. Has not met.
- 18) South Carolina State Employees Association**, Betty Cook, Chapter President: The Clemson Chapter of the South Carolina State Employees Association will meet on Thursday, August 14, at 8:15 a.m. in the Hendrix Student Center Conference Room. This will be the first chapter meeting of the new year. Statewide information, chapter information, and a membership form can be found at our new chapter web page address: www.clemson.edu/scsea. We welcome suggestions for the SCSEA Legislative Agenda, which will be finalized sometime in October. Please contact any one of the chapter officers listed on the web page for more information. We look forward to working with the CSS during the coming year.

6. Unfinished Business

- A. Faculty Manual Change:** The Faculty Senate has approved the CSS request to include staff representation on search committees for Vice Presidents and Deans. Appropriate changes to the Faculty Manual will be made.
- B. CSS Administrative Assistant Position Update:** Of the 59 applicants, 9 candidates were selected for interviews. As of August 11th, the interviews have been completed. Work on the paperwork for approval to hire leading candidate is underway. The interview committee consisted of President Phil Landreth, Vice President Ron Addis and Secretary Barbara Bergman.

7. New Business

- A. Dual Employment:** Kathy Hensen is working part-time for the Senate under dual-employment until the administrative assistant position is filled. She will also help train the new person when the position is filled.
- B. Insurance Increases.** Scott Ludlow has asked the senate to look at the economic impact of the latest set of increased insurance costs on employees. Policy and Welfare will take on this project.
- C. Ombudsman.** Ombudsman representation for staff is becoming increasingly critical. We have formal approval for the position but budget cuts have caused it to be unfunded. Alternatives are being examined. President Phil Landreth is drafting a new proposal.

8. Announcements

- A. 2003-2004 Victor Hurst Convocation:** Convocation is scheduled for Tuesday, August 19th at 9:00 AM in the Brooks Center for the Performing Arts. All University employees are invited to participate. Any staff wishing to participate in the procession to the Brooks Center should meet at 8:15 AM in the Bracket Hall Atrium. The wearing of academic regalia is not required, but if yours is readily available please show your colors. Immediately afterwards, all are invited to the reception that will be held to celebrate Clemson University's one hundred eleventh academic year.
- B. September Meeting:** President Phil Landreth will be unable to attend the September senate meeting. Vice President Ron Addis will lead the session.
- C. Budget Cuts:** Another round of across the board budget cuts are expected this fall. The SCSEA urges you to contact your legislator now. Information for reaching legislators will be published in the August newsletter.

9. Adjournment. There being no further business, the meeting adjourned at 11:15 AM.

Next Meeting: Tuesday, September 9, 2003, 10:00 AM, Student Senate Chambers